

**Minutes of the West Shore Parks and Recreation Society
Board of Directors Meeting
Thursday, November 15th, 2018 in the Boardroom**

PRESENT: Directors Joe Martignago (Chair), Kim Anema, Michael Dillabaugh (in place of Darren Kiedyk), Lorraine Hilton, Ian Howat

ABSENT: N/A

STAFF PRESENT:

Sandy Clarke, Acting Administrator
Wade Davies, Operations Manager
Geoff Welham, Acting Manager of Recreation
Grant Brown, Manager of Finance
Katherine Beck, Recorder

PUBLIC PRESENT: Jade Allnutt, Ministry of Justice

CALL TO ORDER

1. The Chair called the meeting to order at 3:07pm.

APPROVAL OF AGENDA

2. ***MOVED/SECONDED*** BY DIRECTORS ANEMA AND HOWAT THAT ITEM 8 OF THE AGENDA "MOU WESTERN COMMUNITIES PROVINCIAL COURT" BE MOVED TO ITEM 4.
CARRIED.

MOVED/SECONDED BY DIRECTORS ANEMA AND HOWAT THE AGENDA BE APPROVED.
CARRIED.

APPROVAL OF MINUTES

3. ***MOVED/SECONDED*** BY DIRECTORS ANEMA AND HOWAT THAT THE MINUTES OF THE REGULAR MEETING HELD OCTOBER 11th, 2018 BE ADOPTED.
NO ERRORS, NO OMMISIONS
CARRIED

NEW BUSINESS

4. a) **MOU – Western Communities Provincial Court**

Jade Allnutt (Manager, Court Administration) presented the following to the Board:

There is a requirement for the Western Communities Provincial Court to maintain one courtroom in the event that the courthouse building is damaged or destroyed, for example due to a fire or water leak. For short term disruptions it is feasible to use the facilities in downtown Victoria, but in the

event of a prolonged facility closure, they are looking for an alternative space within the Western Communities to run court proceedings, and ensure business continuity.

Specifically, they are looking for one of two rooms which West Shore Parks & Recreation would be able to offer, free of charge, for their use in such an event, until the courthouse building is operational again. The cost of data and equipment would be born by the ministry, but there would be no cost to the ministry for use of the room itself. It was clarified that this would be in the event of a disaster specifically impacting the courthouse building, rather than a regional disaster such as an earthquake that may also impact WSPR facilities.

Acting Administrator Sandy Clarke noted that rooms that could serve this purpose had been identified, but have since been occupied by programs displaced by the move of programs out of Royal Bay. Prior to moving forward in investigating other potential spaces it was decided to bring the MOU proposal forward to the Board.

Director Howat inquired about the insurance coverage that was in place and whether there was coverage for costs associated with an alternate facility in the event of an emergency. Ms. Allnutt agreed to look into this and report her findings to staff.

MOVED/SECONDED BY DIRECTORS ANEMA AND HOWAT THAT THE BOARD SUPPORT THE MOU IN PRINCIPLE PENDING IDENTIFICATION OF A SUITABLE SPACE, AND CLARIFICATION OF MINISTRY OF JUSTICE INSURANCE BY MS. ALLNUTT.

CARRIED

PUBLIC PARTICIPATION

5. N/A

CHAIR'S REMARKS

6. N/A

STANDING COMMITTEES

7. a) **Finance Committee**

Director Anema commented that following two motions were carried in the November Finance Committee Meeting:

Unfunded TCA Report

MOVED/SECONDED BY DIRECTORS HOWAT AND MARTIGNAGO TO PROCEED WITH THE THIRD OPTION PRESENTED IN THE REPORT: A 20 YEAR REPAYMENT SCHEDULE WITH A 4.13% INTEREST RATE ON A TERM FROM 2010-2029.

CARRIED

3rd Quarterly Financial Report

MOVED/SECONDED BY DIRECTORS MARTIGNAGO AND HILTON TO RECEIVE THE 3rd QUARTERLY FINANCIAL REPORT FOR INFORMATION.

CARRIED

b) Transition Update

Acting Administrator, Sandy Clarke highlighted the following:

Jonathan Huggett began his contract in September and has met with staff three times to gather information.

Mr. Huggett will be presenting his findings and recommendations on December 13th.

Discussion was had among the board of directors regarding the process of receiving Mr. Huggett's report.

FOR INFORMATION ONLY

OLD BUSINESS

7. **N/A**

FOR INFORMATION

10. **a) Administrator's Report**

Sandy Clarke, Acting Administrator highlighted the following:

Staff recently attended a Recreation Facilities Association of BC (RFABC) workshop in Duncan. Of particular focus was the ammonia leak that occurred in Fernie. An extensive review of what took place in Fernie was demonstrated through a video animation, followed by presentations on the lessons learned, and policy updates developed as a result of Work Safe and Technical Safety BC's post-event inspections. Updating our Ammonia Leak systems and procedures has been a substantial undertaking with many hours of staff time dedicated to group and individual training. We continue to move forward and improve systems and procedures.

Perfect Mind, our new registration software provider, was onsite for 2 days of training. The training aimed to enhance our usage of the software to ensure best practices in our use of the program.

The WSPR Employee Engagement Survey has been completed with 75 employees participating. This represents approximately 50 per cent of our regular staff and 25 per cent of our auxiliary staff. We are reviewing the survey responses for themes both in organizational strengths and areas of improvements to focus on moving forward.

Staff Day 2018 is set for November 27th. The keynote speaker will address the basics of inclusion and intercultural skills development, enabling us to take on the challenges of effectively serving diverse communities. This aligns with our Strategic Priority of Innovation and Leadership, within the key result area of Future Planning.

The Best of the Westshore awards was recently hosted at the Westin Bear Mountain. Once again WSPR was a finalist in the category of Best Place for Fitness, and was awarded the second place plaque.

The Federal summer grant program has been wrapped up for the summer of 2018, with WSPR receiving \$60,000 in funding for supporting summer student employment.

Team Canada will be hosting their World Junior camp at the Q Centre December 10-15, 2018. Team Canada will play a 3 game series versus a University All-star team during the camp.

WSPR hosted several large events on our fields throughout the month of October. The weekend of October 13th, JDF Soccer hosted a Soccer Jamboree for the Lower Island U8 and U10 teams. 146 teams participated and approximately 5000 people were onsite.

The transition to a golf pay station for the winter months is complete and operational as of November 1, 2018.

FOR INFORMATION ONLY

IN CAMERA

2. **MOVED/SECONDED BY DIRECTORS HILTON AND HOWAT THAT THE MEETING MOVE IN CAMERA. CARRIED**

Chair, Joe Martignago asked staff to leave for the duration of the in camera session other than the recording Secretary and the Acting Administrator.

ADJOURNMENT

11. **MOVED/SECONDED BY DIRECTORS HILTON AND HOWAT THAT THE MEETING BE ADJOURNED AT 4:15PM. CARRIED**